



## Administrative Policies and Procedures: 27.15

<b>Subject:</b>	<b>Youth Supervision and Movement in DCS Group Homes</b>
<b>Authority:</b>	TCA 37-5-105, 37-5-106
<b>Standards:</b>	None
<b>Application:</b>	To All Department of Children's Services Group Home Employees

### Policy Statement:

Each DCS group home shall provide appropriate monitoring of the movement of youth in or out of the facility.

### Purpose:

To ensure procedures for monitoring youth movement, particularly during the evening and night hours. Monitoring youth movement serves as a protection for juveniles, staff and the public, therefore periodic scrutiny of movement into and out of the facility is necessary.

### Procedures:

<b>A. Work/school attendance</b>	<ol style="list-style-type: none"><li><b>Count</b> A head count will be taken each morning listing each youth by name and listing the total number in the permanent log.</li><li><b>School/work logs</b> Each DCS group home with youth attending school or working off the premises will utilize daily or weekly school/work log, which will note attendance/absence.</li><li><b>Record of absences</b> Staff must note in the permanent log variations from the regular schedule, e.g., illness, appointments, authorized absences, or AWOLs.</li></ol>
<b>B. Unescorted absences</b>	Youth who leave for activities outside of the facility unescorted by staff must sign in or out of the facility on the youth movement log.
<b>C. Pass documentation</b>	<ol style="list-style-type: none"><li><b>Documentation before leaving</b> The case manager must ensure that youth who leave the facility on pass must carry documentation stating:</li></ol>

	<ul style="list-style-type: none"><li>a) The youth's name;</li><li>b) Time out of the facility;</li><li>c) Name and address where youth will be residing; and</li><li>d) Date and time of required return.</li></ul> <p><b>2. Documentation of return</b></p> <p>When the youth returns, staff must note return time on the youth's documentation and place it in the youth's case file.</p>
<b>D. Twenty-four (24) hour supervision</b>	<ul style="list-style-type: none"><li>1. The supervisor must ensure that at least one (1) staff member is readily available and responsive to youth needs twenty-four (24) hours a day and that youth are not left unattended in the facility without staff supervision.</li><li>2. The supervisor will ensure that the staffing pattern concentrates staff when most youth are in the facility.</li></ul>

<b>Forms:</b>	None
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<b>Collateral documents:</b>	<i>None</i>
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